UGUNJA COMMITTEE CONDITIONS FOR GIVEDIRECTLY’S ENTRANCE INTO UGUNJA SUB-COUNTY:

1.) GiveDirectly must provide valid immigration documentation for foreign employees who will be conducting work in Ugunja
2.) GiveDirectly must provide its Certificate of Registration as a non-profit
3.) GiveDirectly must provide a Letter of Introduction to the Deputy County Commissioner with (1) the organization’s physical address, (2) the specific activities intended to be carried out in Ugunja.
4.) GiveDirectly must provide a list of its beneficiaries in Ugunja
5.) GiveDirectly must provide a monthly report of its activities in Ugunja
6.) GiveDirectly must provide a list of its staff members who will be working in Ugunja
7.) GiveDirectly must secure a letter of authorization from the Governor
8.) GiveDirectly must provide the intended duration for the project
9.) GiveDirectly must collaborate with the chiefs, assistant chiefs, village elders, and community health workers as it carries out its work in Ugunja
10.) DSIC Committee members have the right to summon members of GiveDirectly’s leadership in case any questions or issues arise.
11.) No specimens may be taken by GiveDirectly from people in Ugunja
GiveDirectly must provide valid immigration documentation for foreign employees who will be conducting work in Ugunja
Joseph (Joe) Huston is the only foreign GiveDirectly employee who resides in Kenya full-time. He held a special pass while he was waiting for his work permit to be approved. That has just recently been approved and will be provided upon receipt of the requisite banker’s cheque and immigration bond (which were sent on 11/08/2014). See attached notification of approvals for both.

GiveDirectly must provide its Certificate of Registration as a non-profit
We have consulted with our auditors and have confirmed that the attached “Certificate of Compliance” is the primary document which is provided by the Registrar of Companies to confirm that an organization has been registered. Please see attached Certificate of Compliance as well as a letter from our auditors describing our status as a legally registered NGO.

GiveDirectly must provide a Letter of Introduction to the Deputy County Commissioner with
(1) the organization’s physical address, (2) the specific activities intended to be carried out in Ugunja.
Please see the attached letter containing this information.

GiveDirectly must provide a list of its beneficiaries in Ugunja
As previously discussed, we would be happy to provide a list of all villages in Ugunja where we enroll households. In each village, you can expect 30%-60% of the households in the village to be enrolled, so it will be easy to stop by one of these villages and audit our work. Unfortunately, our board has never approved the release of individual recipient information, so we are hoping we can compromise on providing village-level information.

GiveDirectly must provide a monthly report of its activities in Ugunja.
We would be happy to provide this information, and look forward informing you about our work in Ugunja. Please see the attached template for this kind of monthly report.

GiveDirectly must provide a list of its staff members who will be working in Ugunja
Please see the attached list of GiveDirectly’s current staff members. We would introduce our staff members to local authorities upon beginning our work in Ugunja, and would notify you of any changes.

GiveDirectly must secure a letter of authorization from the Siaya County Governor
We are hoping to wait to begin meetings with the Governor until our organization’s president, Paul Niehaus, is able to visit and meet the Governor in person in October. Until then, please see the attached letter of support from Kepha Marube, former Siaya District Commissioner and current Secretary in the Siaya Governor office. Is it possible we could begin work in September, and update you on our progress as we build our relationship with the governor in October?

GiveDirectly must provide the intended duration for the project
As described in our letter of introduction, we have funding for an initial project involving the enrollment of about 3000 households from Ugunja. That project would begin in September 2014, and enrollment would continue until January 2015. We follow-up with households after every transfer we send, so our follow-up work would continue in Ugunja until September 2015. Subject to funding constraints and the success of this initial program, we would hope to carry out additional enrollment in Ugunja sub-county beyond the original 3000 households.

(9) **GiveDirectly must collaborate with the chiefs, assistant chiefs, village elders, and community health workers as it carries out its work in Ugunja.**

We commit to doing so. Please see the attached slide describing our typical model for interacting with government officials from national authorities to village elders. In Ugunja, after seeking approval at the sub-county level, we would wish to have a meeting with all of the Chiefs and Assistant Chiefs in the areas where we would be working to explain our program. We would then ask the Chiefs and Assistant chiefs to introduce us to the relevant village elders within their areas, who we would collaborate with to organize community barazas with every community we work in. From then on, should any issues or questions arise, we would inform and collaborate with the relevant government authorities.

(10) **DSIC Committee members have the right to summon members of GiveDirectly’s leadership in case any questions or issues arise.**

We will happily comply with this condition. We care deeply about our relationships with the communities where we work and the government officials that help govern them. Please use the personal numbers of Lawrence Juma or Joe Huston or our Hotline number to reach us with any questions, concerns, or ideas.

(11) **No specimens may be taken by GiveDirectly from people in Ugunja**

GiveDirectly does not take any specimens as part of its operations and would continue to refrain from doing so in any work it undertakes in Ugunja.
APPENDICES:
1. Joe Huston’s immigration documentation:
   a. Special pass notification of approval
   b. Work permit notification of approval
2. Documentation regarding our registration status:
   a. Letter from our auditors
   b. Certificate of Compliance
   c. Additional registration document
3. Letter of Introduction to Ugunja Deputy County Commissioner
4. Monthly Returns Template
5. GiveDirectly Staff Roster
6. Letter of Support – Kepha Marube, former Siaya DC, current Secretary at the office of the Siaya County Governor
7. Slide from previous presentation describing GiveDirectly collaboration with government